

Appendix D: Letter to the Intern Site Mentor



Lamar University – M.Ed. in Educational Technology Leadership

Dear Intern Site Mentor:

The Lamar University Master's Program in Educational Technology Leadership requires our graduate candidates participate in internship collaboration with a local district. We ask them to determine a "technology leader" as their Site Mentor. Your service to the profession and the University is sincerely appreciated as you work with students who are engaged in the Technology Leadership Internship.

This technology leader may be persons who work in positions of leadership in Educational Technology Leadership at the central office level, the campus level, and/or the principal level. We believe that the principal position should model and lead each campus in the total integration of technology into the whole school. The accumulation of Internship hours begins with the first course our students take. Students will accumulate some 100 hours of course-embedded experiences which count as Internship hours. In the campus- or district-supervised portion of the Internship, students make a plan for their Internship based on several self-assessments as well as their consultation with you, their Site Mentor. We require an agreement with the Site Mentor and planning and implementation of educational technology leadership experiences and activities approved by the Site Mentor.

The Role of the Site Mentor

Site Mentors play an important role in the success of the Internship. The Site Mentor's role is to provide support and direction for interns in their efforts to develop increased knowledge, skills, and personal qualities appropriate to the role of the educational technology leader. The site mentor can be involved in the following ways.

- The intern should meet with the site mentor prior to the start of the Internship and help develop the Internship Plan, which can certainly be revised as needed throughout the Internship. The plan should include the eight Technology Facilitator Standards, the 33 Performance Indicators for Facilitators using or adapting the Performance Tasks listed in the text for each Performance Indicator (See pages 23-26 in text for Standard I Technology Operations and Concepts). For example: Standard I has two Performance Indicators with a total of three suggested Performance Tasks. You and the Site Mentor determine how you demonstrate the Performance Tasks.
- The Site Mentor will provide coaching for strengths and for areas needing improvement. This coaching is accomplished by meeting regularly with the intern to discuss and facilitate the intern's experiences. The Site Mentor will establish open, two-way communication and trust in the relationship with the intern. As the Site Mentor critiques activities, the focus should be on developing leadership knowledge and competencies. The Site Mentor will discuss with the intern the tasks in which he or she is engaged and help the intern learn from these experiences.

- The Site Mentor will check the intern's progress at least every two months, or more often at the discretion of the candidate and the Site Mentor. They may review the logs and/or summary sheets along the way. We are asking the Site Mentor to verify the hours earned in the campus-supervised activities at the end of the Internship. Also, at the end of the program, we will ask you to complete an evaluation called the Mentor Evaluation and to conduct an "Internship exit interview" with the intern to bring closure for that experience. The mentor may share the Mentor Evaluation at the mentor's discretion. The intern will print the Mentor Evaluation and give a copy to the Site Mentor. Directions for submission are on the evaluation. The program considers this a confidential document and should be returned by the Site Mentor.

A description of courses in our degree program can be found on the Lamar website (http://stateu.com/lamar/programinfo_edu_etl.asp). If you would like a copy of our Educational Technology Internship course syllabus, we will forward that document to you.

Again, thank you in advance for this service. As the Program Coordinator, I am available to answer questions and assist you. We look forward to working with your district.

Sincerely,

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